Continuing Professional Development (CPD) Guidance

What is CPD?

Continuing Professional Development (CPD) is the term used to describe skills, knowledge and experience gained through learning activities in order to enhance professional abilities. CPD is a process used to track and document learning activities gained both formally and informally, and to reflect on what has been gained or achieved.

CPD combines different methods to learning, such as training workshops, conferences, e-learning, academic study or work shadowing, all focused for an individual to improve and have effective professional development.

Why do I need to complete CPD?

The IFE supports the concept and practice of CPD and believes it essential to maintaining effective performance as a professional fire engineer. All members and registrants are required to maintain and record CPD as detailed in the IFE Rules of Membership. As an IFE Registrant, well-maintained CPD is a condition of IFE registration as a Fire Risk Assessor/Auditor where you will be asked to produce your CPD record at each review, or to Engineering Council where CPD will be randomly sampled by the IFE.

Undertaking CPD ensures that both academic and practical qualifications do not become out-dated or obsolete by continually upskilling or reskilling individuals regardless of occupation, age or education level.

How can I keep track of my CPD?

There are three main stages to carrying out effective CPD and the IFE recommends all three are used, particularly when working towards a specific goal, such as an upgrade in membership, registration or a promotion.

1. Plan – set objectives that you would like to achieve, keeping in mind the competencies you will need and a realistic time frame.

2. Record – log the activities, making sure to include where and when they were completed along with clear learning objectives.

3. Review – reflect on what knowledge and skills you have used and gained during the activities. Compare these against the objectives you originally set and evaluate your achievements.

Some individuals mainly concentrate their efforts on the recording stage and this is extremely valuable in its own right.

Benefits of CPD

- Keeps you up to date within the fire engineering sector
- Provides evidence of your professional development to date
- Allows you to focus on how to become more competent and effective
- Helps you to identify knowledge gaps
- Increases confidence, capability and assists in career aspirations
- Enables you to adapt to changes in the fire industry
- Shows a clear commitment to self-development
- Increases opportunities for career progression

Recording CPD

It would be expected that a record of CPD would include both formal and informal activities (see Recognised CPD Activities section). The IFE places emphasis on the outcome of any CPD activity, rather than meeting any fixed quota. However, as a guide, you would be expected to provide CPD evidence of **at least 25 hours per year**, including both a mix of formal and informal activities.

It is not necessary to provide copies of CPD certificates when applying for IFE membership or registration. Greater value is placed on a personal record of CPD. The method of recording CPD is personal preference, however it should clearly show what has been done, the time spent on each activity, learning objectives and how the development can be applied in the future. One such method of recording CPD is through mycareerpath® or by using the IFE CPD template log.

Please refer to the table below for the CPD requirements relating to the level of graded membership and registration for which you are applying.

Technician	12 months
Graduate	12 months
Member	2 years
Fellow	2 years
Engineering Technician	2 years
Incorporated Engineer	2 years
Chartered Engineer	2 years
Fire Risk Assessor/Auditor	2 Years

Formal versus informal

Formal CPD includes learning such as course attendance, academic study and receiving mentoring support from a colleague. Formal study should be not less than 50% of the total study time.

Informal CPD includes learning such as reading articles and work shadowing. Informal CPD equates to half of the actual time spent. For example, 1 hour's worth of reading would equate to 30 minutes of informal CPD.

mycareerpath®

As part of your IFE membership you gain access to the mycareerpath® online CPD recording system. mycareerpath® allow users to create their own CPD profile which can be exported to PDF and printed. This secure online tool allows you to plan, evidence and report CPD activities.

IFE recognised CPD activities

The IFE has a list of recognised CPD activities (see below). The list is not exhaustive and is only an example. It will be for you as a Member or Registrant to demonstrate the development value of any activity in your record.

Activity (must relate to fire engineering)	**Formal/ Informal**	**Evidence required**
Academic or Professional Study	Formal	Full details of the qualification (subjects covered), the provider and the year of study must be provided in your CPD portfolio. Where study for qualification spans more than one year, this activity can be claimed for CPD purposes during each year of the qualification. Hours claimed must reflect actual hours of teaching, and not the full day (breaks should be omitted). Please note that any study toward the qualification you are using to meet the qualification requirement of the application you're making cannot also be counted as CPD.
Attendance at a Course/ Seminar	Formal	The details of training provider must be provided in your CPD portfolio. Hours claimed must reflect actual hours of teaching, and not the full day (breaks should be omitted)
Being Coached or mentored (received face to face or at a distance with clear aims and objectives for professional development)	Formal	Full details of aims and outcomes of the sessions to be provide in your CPD portfolio. Hours claimed should only be for specific periods of input or instruction – not the whole day.
Distance Learning Courses to include e-learning	Formal	The details of the training provider and the course must be provided in your CPD portfolio.
In house training by employer	Formal	The employers' details and information about the course must be provided in your CPD portfolio.
Participation in development of specialist areas of fire engineering by attending meetings of special interest groups/ committees or relevant organisations undertaking such work	Formal	Details of the committee/ organisation, the area of fire engineering being considered to be provided in your CPD portfolio.
Preparation and delivery of training courses	Formal	Full details of the course being delivered must be provided in your CPD portfolio.
Production of a Dissertation	Formal	The title of the dissertation and the qualification details must be provided in your CPD portfolio. Where research and writing of a dissertation spans more than one year, this activity can be claimed for CPD purposes each year.

Research	Formal	Full details of the topic for the research and, where applicable, the organisation which has commissioned the research.
Training provided by local IFE branch	Formal	Details of the branch and the course must be provided in your CPD portfolio.
Writing on Fire Engineering (to include material written for journals, publications, magazines, internet)	Formal	Full details on the subject of the piece of writing and, where applicable, the publication/website/organisation for which the material is being produced must be provided in your CPD portfolio.
Reading Relevant Articles (in International Fire Professional journal or other reputable sources including internet)	Informal	The article title, publication and/or website address must be provided in your CPD portfolio.
Work Shadowing	Informal	Full details of aims and outcomes of the work shadowing sessions to be provided in your CPD portfolio.

Example Summary of CPD Activities for the Institution of Fire Engineers

Name and IFE grade (if applicable): A.N. Other

Employer: **A Fire Organisation** **IFE Reference Number:**

Continue on new sheet if necessary and total actual hours at end of record. Your CPD record should span the last 2 years **only**. It should contain a mixture of formal and informal and total not less than 25 hours per year. Note - Informal study activities are credited on a two for one basis, that is two hours of informal study represents one hour of formal study – for more details refer to IFE's listing of recognised CPD acitivites. CPD can be accompanied by evidence such as scanned CPD attendance certificates, course attendance certificates or a letter from your line manager.

Date	Time (Actual hrs)		Theme and Activity	Learning Point(s) and how it can be applied
	Formal	Informal		
15-20 Nov 2018	38 hrs		**Academic or Professional Study** Principles and practice of evacuation modelling University of Greenwich	Challenging evacuation assumptions by looking at real case studies and computer modelling to look at the human psychological and physiological responses to fire. This will enable to robustly challenge evacuation assumptions in new designs and or fire risk assessments.

12 Feb 2019	5 hrs		**Attendance at a Course/ Seminar** CIBSE – BS999 Fire Safety in the Design, Management and Use of Buildings	Understand how BS 9999 relates to other fire safety codes. Define the risk profile for premises. Understand the role of management in a BS 9999 solution. Determine appropriate travel distances and exit widths. Understand the approach to compartmentation and fire resistance of structure. I will use this when carrying out FRA on buildings that have been designed used or managed to this code.
20 Feb 2019		0.5 hr	**Professional activity/Technical Research** Analysis of ADB 2019 B3 Section 9 Cavities. Sub-sections 9.3. & Diagram 9.2	Analysis formed part of design review for accommodation blocks at new build custodial premises. Design did not comply with previous versions of ADB but does satisfy 2019 version.
22 Mar 2019	16 hrs		**Coaching or mentoring** Mentored by an assessor specifically around carrying out an assessment on 16 storey purpose block of flats.	Over a period of a week, my colleague set me a task to understand the different types of FRA in PBBF and the smoke control, fire doors that would be expected in the block we were assessing. This made me revisit the PBBF guide as a refresher. On the inspection we examined a number of doors and looked at the smoke control system. On QA assessment I looked at the language and how well the issues were explained the RP.
Jan-Apr 2019	32 hrs		**Production of a Dissertation or Thesis** Researching and producing my dissertation for BEng(Hons) Fire Risk Engineering @ GCU	My dissertation on Interim measures – do they work in a single stair high-rise residential building? I researched evacuation in buildings that have had interim measures

				post Grenfell. This will assist me when assessing interim measures as part of a fire risk assessment.
2 May 2019	2 hrs		**Distance Learning Courses to include e-learning** Virtual training on Introduction to fire dynamics - Prof Guillermo Rein lecture	A refresher on combustion and how fire and smoke spread. This will help me when looking at causes of fire and how fire and smoke can be stopped spreading through a building.
9 Jun 2019	4 hrs		**In-house training by employer** FSO from an Enforcers perspective	This input given by a ex Inspection officer covered formal notices, FRS Audit process and case studies on prosecution. Learnt about how a IO audits and checks compliance. This will help ensure my FRA not challenged.
12 July 2019	4 hrs		**Attending meetings of special interest groups/ committees** Attending BS 8629 committee.	Look at revisions of original draft before going out to consultation. This will help with assessing installations of EAS when this standard comes into force. To qualify as CPD, this activity should reflect new or emerging technology, science or engineering.
25 Aug 2019	3 hrs		**Preparation of training courses** Preparing to deliver a training session on BS724-4 Code of practice for the operation of fire protection measures. Actuation of release mechanisms for	Researched document. This will aid my knowledge when assessing these mechanisms in care homes etc. when carrying out FRA.

			doors (in-house).	
2 Oct 2019		1 hr	**Self-Study – Personal Development** Familiarisation with new Fire Safety Management Information System (MIS). AKA THEMIS.	Secured access to THEMIS "sandbox" facility; system orientation and operational refresher.
5 Nov 2019	4.5 hrs		**Training provided by local IFE branch** Means of Escape for the disabled, held in XXX Branch of the IFE.	Learnt all about the production of PEEP plans and more in-depth knowledge on refuge areas and communication. This will help me when looking at disabled evacuation.
16 Feb 2020	4 hrs		**Research for writing on Fire Engineering** (excluding any research undertaken for a dissertation/thesis for which CPD has already been claimed) Researched matters relating to compartmentation in care homes, to enable me to write an article for IFE Journal.	Learnt from Home Office data about how often fire breakout of room of origin in care homes and the impact this will have on PHE strategies. This will help when assessing evacuation strategies from care homes.

12 May 2020		0.5 hr	**Reading Relevant Articles** IFE Journal – Article on emollient flammability.	This month the journal contained an interesting article on emollient flammability and how these can stay in clothing and bedding. How these can increase fire spread and damage. This will help when assessing fire risk in care homes and other similar premises.
18 Aug 2020		8 hrs	**Work Shadowing** Shadowed fire alarm engineer on maintaining various Pt. 1 systems in different types of premises.	Learnt about maintenance timescales and how to carry out fault finding and if coverage is adequate. This will help when assessing suitability of systems and if they have been maintained correctly when carrying out a FRA.
Total	**111.5 hrs**	**10 hrs** (This has to be halved)		
Grand Total	**116 hrs**			